



	<b>No. 18-03</b>
<b>Subject:</b> Schedule for FY 2017-18 Year-End Closing	<b>Date Issued:</b> 03/16/2018
<b>References:</b> CALSTARS Procedures Manual Volume 7	<b>Expires:</b> 08/31/2018

**PURPOSE:**

To provide operating and processing schedules to help departments achieve a smooth 2017-18 year-end closing.

**GENERAL INFORMATION:**

**I. Reclassifications/Liquidations for Reverting Appropriations:**

- A. CFY022 Process: For all reverting appropriations, this process reclassifies outstanding Accounts Receivable for Abatements and Reimbursements to Accounts Receivable-Other and liquidates outstanding Encumbrances. Refer to Volume 7, Chapter 1, of the CALSTARS Procedures Manual (CPM) for specific information.

The CFY022 process is scheduled as follows:

- On April 5 and April 11, the CFY022 process will produce reports only. The CFY022-2 Report lists all documents to be reclassified or liquidated. The CFY022-1 Report shows documents with invalid coding requiring departmental action. Accounting transactions will NOT be generated.
- On May 1, the CFY022 process will generate input transactions. The CFY022-3 Report shows the transactions generated. The CFY022-1 Report shows exceptions that require departmental action. **Since the reclassification of Accounts Receivable-Abatements affects expenditures, May 2 will be the first day for April Cost Allocation or Fund Split Process.**

- B. CFY023 Process: For all reverting appropriations, this process reclassifies outstanding Accounts Receivable-Revenues in the Document File to Accounts Receivable-Other. More information is contained in Volume 7, Chapter 1, of the CPM. The CFY023 process is scheduled as follows:

- On May 17 and June 5, the CFY023 process will produce reports only. The CFY023-2 Report shows all documents to be reversed and reclassified. The CFY023-1 Report shows documents with invalid coding requiring departmental action. Accounting transactions will NOT be generated.
- On June 29, the CFY023 process will generate input transactions to reverse and reclassify affected AR-Revenues. The CFY023-3 Report shows the transactions generated. The CFY023-1 Report shows exceptions that require departmental action.

## **II. Multi-Step Cost Process:**

CALSTARS will run up to four steps of Cost Allocation and Fund Split Process each processing day. We will notify departments through the CALSTARS News if we cannot meet this schedule.

We recommend that departments request their month-end reports the day **after** they run their Cost Allocation/Fund Split Process. This gives them the opportunity to confirm that the process was successfully completed and there are no errors.

## **III. Year-End Close/Year-End Open Process:**

In early July, the Year-End Close (YEC) and Year-End Open (YEO) Processes will be run nightly for departments making the request. To run YEC, departments must receive approval from the CALSTARS HOTLINE (prior to 4:30 PM for same-day processing). Departments must then set the OC Table Run YEC indicator before tables are closed for processing. The generated transactions from YEC will be processed during that night's Input/Edit/Update Process. Reports from the year-end process will be loaded to the YEC1 Ropes Queue as soon as the process is completed.

## **IV. Saturday Processing:**

Processing is scheduled on Saturdays beginning July 7 and ending August 18. All data keyed prior to 1:00 PM Saturday of the scheduled weekend date will be processed. Weekend processing during this period includes Cost Allocation/Fund Split, Labor Distribution, Table Maintenance, IEUP, and all requested standard reports. To run Cost on Saturdays, departments must set the OC Table Run Cost indicator by 10:00 AM. N1 reports must be requested by 12:00 noon. External files must be uploaded (FTP) by 12:30 PM. For Labor, the OC Table Run Labor indicator must be set by 1:00 PM. Any changes to this schedule will be announced on the CALSTARS News. Watch for mid-morning News on Saturdays.

Reports from Saturday processing should be routed to the departments' local printers if they are needed for weekend work. Laser reports ordered on Saturdays will not be received until Tuesday.

The HOTLINE will be staffed from 8:00 AM to 1:00 PM on Saturdays from **July 7** through **August 18**. The HOTLINE telephone number is (916) 327-0100.

The Production Control Unit will be staffed from 9:30 AM to 2:00 PM on Saturdays from **July 7** through **August 18**. The telephone number is (916) 323-7541.

## **V. Requesting Reports During Year-End:**

Departments can help reduce the reports workload during the year-end period by following these suggestions:

- If you do not receive your requested reports, check the CALSTARS News for an update on processing. Do not re-request reports unless specifically advised to do so either through the CALSTARS News or over the phone. The CALSTARS News will be updated at 1:00 PM if requested reports are still outstanding at that time. Call the Production Control Unit at (916) 323-7541 if you do not see the necessary information on the news.

- Review your list of normally requested reports to ensure that they are appropriate. Determine whether multiple requests can be consolidated.
- Verify that all your entered accounting transactions and monthly processes have completed satisfactorily before requesting final reports.

**SCHEDULE DURING YEAR-END:**

The operating/processing schedules during year-end are displayed on the following attached exhibits:

EXHIBIT A: Schedule of Critical Dates for 2017-18 Year-End.

EXHIBIT B: CALSTARS Availability.

Any changes to the schedules will be published on the CALSTARS News. If you have any questions, please call the HOTLINE at (916) 327-0100 or e-mail [HOTLINE@dof.ca.gov](mailto:HOTLINE@dof.ca.gov) or contact your CALSTARS Analyst.

/s/Larry Satter

Larry Satter  
Assistant Program Budget Manager

Attachments

## EXHIBIT A

### Schedule of Critical Dates for the 2017-18 Year-End

April 5	CFY022: Reclassification of A/R-Reimbursement and AR-Abatements - Reports only.
April 11	CFY022: Reclassification of A/R-Reimbursement and A/R-Abatements - Reports only.
May 1	CFY022: Reclassification of A/R-Reimbursement and A/R-Abatements. Input transactions generated to reclassify the accounts receivables and to liquidate outstanding encumbrances associated with reverting appropriations.
May 2	First day departments may run their April Cost Allocation/Fund Split. Before this process is run, departments must clear all errors generated by the Reclassification program.
May 17	CFY023: Reclassification of A/R-Revenue - Reports only.
June 5	CFY023: Reclassification of A/R-Revenue - Reports only.
June 28	Last day to run Cost Allocation/Fund Split and Labor Distribution for <b>May</b> .
June 29	CFY023: Reclassification of A/R-Revenue. Input transactions generated to reclassify the Accounts Receivable-Revenue to Accounts Receivable-Other.
June 29	Month-end roll. System processing begins at 6:00 PM.
July 4	Holiday observed. No processing. CALSTARS is open for key entry.
July 7	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 14	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 21	Saturday Processing: Cost Allocation/Fund Split is run at 10: 00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 28	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 30	Last day to run Cost Allocation/Fund Split and Labor Distribution for <b>June</b> .
July 31	Month-end roll. System processing begins at 6:00 PM.

## EXHIBIT A (Continued)

- July 31 Year-end financial reports due for General Fund, feeder funds, and economic uncertainty funds.
- August 4 Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 11 Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 17 Last day to transmit automated year-end data to the SCO.
- August 18 **Last Saturday processing:** Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 20 Year-end financial reports due for all other funds.
- August 30 Last day to run Cost Allocation/Fund Split and Labor Distribution for **July**.
- August 31 Month-end roll. System processing begins at 6:00 PM.

## EXHIBIT B

### CALSTARS Availability

CALSTARS is available for keying table maintenance and accounting transactions during the July 1 - September 1 year-end period as shown below. Except for Saturday processing, this same schedule is used throughout the year. Exceptions will be announced on the CALSTARS News.

	Mon	Tue	Wed	Thu	Fri	Sat <u>1/</u>	Sun <u>1/</u>
<b>12:00 Midnight</b>	NO					NO	NO
<b>3:00 AM</b>		NO	NO	NO	NO		
<b>6:00 AM</b>	YES	YES	YES	YES	YES	YES	YES
<b>1:00 PM</b>						<u>2/</u>	
<b>6:00 PM</b>	<u>2/</u>	<u>2/</u>	<u>2/</u>	<u>2/</u>	<u>2/</u>	YES	NO
<b>12:00 Midnight</b>	YES	YES	YES	YES	YES		

1/ CALSTARS is available for key entry on Saturdays from 6:00 AM to midnight and on Sundays from 6:00 AM to 6:00 PM.

2/ System processing begins at 6:00 PM on weekdays and at 1:00 PM on those Saturdays scheduled in July and August. The system is still accessible during the time the system is being processed. However, online tables or batches with a Batch Edit Indicator value of '2' cannot be entered during system processing. You may also experience brief interruptions in using a particular Main Menu Function when files are required for system processing. The length of time these restrictions apply varies for each processing cycle. It could be anywhere from one to four hours depending on the transaction volume and availability of California Department of Technology computer resources. Any table maintenance or financial transaction batch input after the respective table or financial transaction file has been taken for the system process will be part of the next cycle.